

ATTACHMENT #12

SAMPLE CLIENT
AUTHORIZATION
LETTER

SAMPLE: CLIENT AUTHORIZATION LETTER

[Addressee]

Dear "Client":

We are currently responding to the U.S. Department of Housing and Urban Development (HUD) Request for Proposal Number DU205NC-15-R-XXXX for the procurement: **Multifamily Construction Inspection Services**. HUD is placing increased emphasis when evaluating prospective contractor's past performance.

HUD requires Offerors to inform references identified in proposals that HUD may contact them about past performance information.

If you are contacted by HUD for information on work we have performed under contract/task order for your company/agency/state or local Government, you are hereby authorized to respond to HUD inquiries.

Your cooperation is appreciated. Please direct any questions to *(Offeror's point of contract)*

Sincerely,